Archaeological Reports from West Sussex

User Guide

Archaeological Reports from West Sussex

1. Introduction

West Sussex County Council (WSCC) holds copies of reports of a large number of archaeological investigations, usually carried out over many years as part of the planning process relating to new developments.

Many reports have been published by the excavators, most commonly in the Sussex Archaeological Society's annual journal, *Sussex Archaeological Collections.*

The County Council's collections also hold many unpublished reports, mostly consisting of small investigations and interim reports, but with some larger site reports that include unpublished specialist analyses.

2. Availability

Electronic copies of the collections are now available on CD-ROM (reference only) for viewing by the public at a number of locations in West Sussex, and have also been deposited with the National Monuments Record based at Swindon. A list of locations with contact details is shown in Appendix A.

The original set of CDs, which became available in 2005, covered reports dating from 1985 – 2004.

A supplementary set, available from April 2007, covers reports dating from 2005 – 2006. A few earlier reports are also included.

WSCC hopes to continue issuing further CDs on a regular basis.

You will be able to read the documents and print pages from the CDs, but will NOT be able to cut and paste, or copy any of the information. Due to copyright restrictions, Ordnance Survey maps contained within the scanned reports are for reference purposes only. No further copies may be made.

Reports are indexed by District and Civil Parish, and each has been given a Unique Reference Number. An index is included on each CD. If you experience any difficulties in opening the report files you may need to install Winzip9.

A list of the reports that are available to view may be found on the WSCC website www.westsussex.gov.uk

3. Data Protection
Reports containing information of a sensitive nature, or where a planning application has yet to be determined, are retained by the WSCC Historic Environment team and are **not** available to the public.

Reports in the public domain are considered to include:
- reports submitted to WSCC in support of planning applications or in compliance with conditions on planning permissions;
- reports submitted to WSCC in connection with its own development schemes or proposals;
- reports submitted to WSCC in connection with infrastructure or statutory undertakers' works requiring archaeological works;
- reports submitted to WSCC in connection with archaeological works carried out under the terms of Scheduled Monument Consent;
- reports deposited with WSCC by individuals and organisations as "courtesy copies" (where not submitted in confidence).

Material subject to data protection legislation e.g. letters from individuals, short notes and other miscellaneous papers, are not included in this scheme.

Reports currently in regular use by WSCC in connection with land use planning, will be included in batches of reports to be scanned in future years.

4. Exceptions
Reports of archaeological investigations carried out in Chichester District are, with some exceptions, held by Chichester District Council's Sites and Monuments Record, and are not included amongst the WSCC electronic copies.

5. WSCC Historic Environment Record
A summary of the information held for each site is recorded in the WSCC Historic Environment Record (formerly known as the Sites and Monuments Record). This is a database of all known archaeological sites and finds in the County.

6. Partners
This work has been carried out in co-operation with the West Sussex Record Office, West Sussex County Libraries Local Studies Collection, Ordnance Survey, the National Trust, local archaeological societies, relevant archaeological consultants and contractors.

7. Technical Information
The reports have been created as .pdf files, are readable with Adobe Acrobat, at a resolution of 300 dpi. Files should be readable with Windows XP. If any difficulties are experienced using earlier versions of the Windows operating system, a copy of Winzip 9 may be required.

Appendix A - Archaeological Reports in West Sussex

Locations and contact details for viewing the CDs

Record Offices	
West Sussex Record Office County Hall **Chichester** West Sussex PO19 1RN	Tel: 01243 753600 e-mail: records.office@westsussex.gov.uk
Public Libraries	
Bognor Regis Library London Road **Bognor Regis** West Sussex PO21 1DE	Tel: 01243 864638 e-mail: bognor.regis.library@westsussex.gov.uk
Burgess Hill Library The Martlets **Burgess Hill** West Sussex RH15 9NN	Tel: 01444 235549 e-mail: burgess.hill.library@westsussex.gov.uk
Chichester Library Tower Street **Chichester** West Sussex PO19 1QJ	Tel: Reference Library 01243 777352 e-mail: chichester.library@westsussex.gov.uk
Crawley Library County Buildings **Crawley** West Sussex RH10 1XG	Tel: 01293 895130 e-mail: crawley.library@westsussex.gov.uk
East Grinstead Library 32 - 40 West Street **East Grinstead** West Sussex RH19 4SR	Tel: 01342 410050 e-mail: east.grinstead.library@westsussex.gov.uk
Haywards Heath 34 Boltro Road **Haywards Heath** West Sussex RH16 1BN	Tel: 01444 454607 e-mail: haywards.heath.library@westsussex.gov.uk

Public Libraries	
Horsham Library Lower Tanbridge Way **Horsham** West Sussex RH12 1PJ	Tel: 01403 253939 e-mail: horsham.library@westsussex.gov.uk
Littlehampton Library Maltravers Road **Littlehampton** West Sussex BN17 5NA	Tel: 01903 716450 e-mail: littlehampton.library@westsussex.gov.uk
Shoreham Library St Mary's Road **Shoreham-by-Sea** West Sussex BN43 5ZA	Tel: 01273 454438 e-mail: shoreham.library@westsussex.gov.uk
Worthing Library Richmond Road **Worthing** West Sussex BN11 1HD	Tel: 01903 206961 e-mail: worthing.library@westsussex.gov.uk

Other locations (Public access to the CDs may be restricted – You MUST contact the organisations concerned to find out whether the reports are available to view)	
Chichester District Council Sites and Monuments Record East Pallant House **Chichester** West Sussex PO19 1TY (investigations in Chichester District only)	Tel: 01243 785166 e-mail: ajames@chichester.gov.uk or ganelay@chichester.gov.uk
Fishbourne Roman Palace Collections Discovery Centre Salthill Road **Fishbourne** Chichester West Sussex PO19 3QS	Tel: 01243 785859 e-mail: adminfish@sussexpast.co.uk
English Heritage Enquiry & Research Services National Monuments Record Kemble Drive **Swindon** SN2 2GZ	Tel: 01793 414600 e-mail: nmrinfo@english-heritage.org.uk
Horsham Museum 9 The Causeway **Horsham** West Sussex RH12 1HE (investigations in Horsham District only)	Tel: 01403 254959 e-mail: museum@horsham.gov.uk
Littlehampton Museum Manor House Church Street **Littlehampton** West Sussex BN17 5EW (investigations in Arun District only)	Tel: 01903 738100 e-mail: littlehamptonmuseum@littlehampton-tc.gov.uk
Sussex Archaeological Society Library Barbican House Museum **Lewes** East Sussex BN7 1XH	Tel: 01273 486260 e-mail: library@sussexpast.co.uk Website: www.sussexpast.co.uk

Appendix B - Corrections to the 2004 edition CDs

URN	District	Parish	Report Title	Author	Planning Ref.	Date	SMR Ref.	Zip file
04_575	Chichester	Oving Drayton	Sand and Gravel Pit, Oving, Chichester, West Sussex - Excavation Area 1 _ Interim report	AOC Archaeology Group - on behalf of Tarmac Southern Ltd	O/98/095	Aug. 01	7764 7765 7766	**6**
04_229	Arun	Bognor Regis	Archaeological Evaluation (Stage 1 additional) at Bognor Regis Community College, Westloats Lane, Bognor Regis	Archaeology South-East	BR/57/97	May-98		**2**
04_230	Arun	Bognor Regis	An Archaeological Evaluation (Stage 1) at Bognor Regis Community College, Westloats Lane, Bognor Regis, West Sussex	Simon Stevens, Archaeology South-East	BR/57/97	Feb-98		**2**
04_231	Arun	Bognor Regis	Post-excavation Processing and Analysis: Former Tribes Yard, Bersted Street, Bognor Regis, West Sussex	Archaeology South-East - L Barber	BR/78/01	Jun-02		**2**
04_232	Arun	Bognor Regis	Excavations at the former site of Tribe's Yard, Bersted Street, Bognor Regis, West Sussex	Archaeology South-East	BR/78/01	Jul-04		**2**
04_233	Arun	Bognor Regis	An evaluation of standing buildings upon former Tribes site, South Bersted	Archaeology South-East	BR/78/01	2001		**2**
04_234	Arun	Bognor Regis	Archaeological Evaluation (Stage 1) at Tribe's Yard, Bersted Street, Bognor Regis	Archaeology South-East	BR/78/01	Jan-02		**2**
04_235	Arun	Bognor Regis	Assessment Report of an Archaeological Excavation at 'The Old Scrap Yard', Old Shripney Lane, South Bersted	Development Archaeology Services	BR/245/00	Jun-05		**2**
04_236	Arun	Bognor Regis	Archaeological Evaluation at Bognor Community College (Lower School), Westloats Lane, Bognor Regis	Archaeology South-East	BR/341/01	May-02		**2**
04_237	Arun	Bognor Regis	Report on Borehole Investigation at Chichester Institute of Higher Education, Bognor Regis Campus	Development Archaeology Services	BR/215/99	1999		**2**

Archaeological Reports 1985-2004

USER GUIDE to CDs

Please Note: You will be able to read the document and print pages, but will NOT be able to cut and paste or copy any of the information.

Each CD includes:

- An index which covers reports of archaeological investigations within all seven District and Borough Council areas in West Sussex, and

- A series of ZIP (compressed) Files from each individual District or Borough Council area. Each ZIP file contains a number of individual scanned fieldwork reports.

To use the index

1. You can insert any CD into the CD drive, but it is easiest if you choose the one with the District or Borough that you are interested in.
   The CD may start up itself, if so go to step 4

2. Left double click on the MY COMPUTER icon.

3. Left double click on the CD icon.

4. Left double click on the **Index 1985to2004 PDF file**

5. Now left click once on the search button at the top of the screen (the icon that looks like a pair of binoculars). A box will appear on the right hand side of the screen.

6. To search, type in any of the following;
   - ❖ District
   - ❖ Parish (e.g. Slindon)
   - ❖ Report Name
   - ❖ Written By
   - ❖ Project Number
   - ❖ Planning Reference
   - ❖ Date

   and left click on the Search button lower down. The box will now show a list of reports.

7. Left click once on the report you want to look at.

8. The report will then be highlighted on the left hand side of the screen where it will show you all the details about the report.

9. Now you must make a note of
   - ❖ which **DISTRICT** (Shown in the second Column) it is in,
   - ❖ the **URN** (Unique Reference Number),
   - ❖ the **Zip File number** (shown in the last column)

   For example the Index pages show that the DISTRICT is **Arun**, the URN is **04_360** and the Zip File is **8**

10. Close down the PDF file by left clicking once on the top right hand **X** symbol and remove the CD from the drive.

To find individual reports

11. Find your chosen **District/Borough CD** and put it into the drive. Follow the instructions above to start up the CD.

12. Now find the **Zip File number** (in the example it is **8**) and left double click on it to open it.

13. You will see a list of all the reports in the Zip File. Each PDF file is a report. The numbers match those in the file index. Double-click on the report you wish to see.

14. Click on the **URN** which will take you into the requested Report. Some Reports are too big for the page or the Type may be a little small, this can be corrected by Clicking the **+** and **−** icons either side of the % box on the tool bar.

Please remember to close down all open windows/screens, remove the CD from the drive and return it after use.

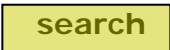# Archaeological Reports 2005-2006

USER GUIDE to CDs

Please Note: You will be able to read the document and print pages, but will NOT be able to cut and paste or copy any of the information.

The CD includes:

- An index which covers reports of archaeological investigations within all seven District and Borough Council areas in West Sussex.
- A series of ZIP (compressed) Files from each District or Borough Council area. Each ZIP file contains a number of individual scanned fieldwork reports.

To use the index:

1. Insert CD into the CD drive. If CD starts up itself, go to step 4.
2. Left double click on the **My Computer** icon.
3. Left double click on the **CD** icon.
4. Left double click on Adobe reader labelled **Index 2005to6 PDF** file.

5. Now left click once on the search button at the top of the screen (the icon that looks like a pair of binoculars). A box will appear on the right hand side of the screen.

6. To search, type in any of the following;
   - ❖ *District*
   - ❖ *Parish (e.g. Slindon)*
   - ❖ *Report Name*
   - ❖ *Written By*
   - ❖ *Project Number*
   - ❖ *Planning Reference*
   - ❖ *Date*

7. And left click on the Search button lower down. **search**

8. All reports containing information matching your search will be listed in box labelled **Results**.

9. Left click once on the report in the box you want to inspect.

10. The information matched from your search will be highlighted on the report on the left hand side of the screen.

11. Please make a note of:
    - ❖ *District* (Second Column)
    - ❖ *URN* (Unique Reference Number, first column),
    - ❖ *Zip File* number (Last column)

12. To Close down **Index 2005to6 PDF**, left click on **FILE** & select **EXIT** from drop down list. This will take you back to the original list of Files on the CD.

13. Left double click on the **ArchReports05to06** folder icon.

14. Click on the appropriate **District Zip file**, which contains the District reports in URN sequence.

15. Click on the **URN** which will take you into the requested Report.
    Some Reports are too big for the page or the Type may be a little small, this can be corrected by Clicking the **+** and **–** icons either side of the % Box on the tool bar.

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